



## Hannaford Charitable Foundation Grant Application Format

Applicants should submit one hard copy and one electronic copy of their cover letter and proposal to the following address:

Donna Boyce  
Hannaford Charitable Foundation  
P.O. Box 1000  
Portland, ME 04104

doboyce@hannaford.com

Grant submissions are reviewed on a quarterly basis.

### Cover Letter

Include a one-page cover letter that states the amount requested and provides an abbreviated description of organization and the project.

### Part 1: Proposal Narrative

Use 1-inch margins, at least 10-point font, and single line spacing. The narrative should be **clear and concise** and should include the following (if applicable):

#### a. Organization Information (One page limit)

- i. Name, Address, telephone number of your organization and contact person.
- ii. Mission Statement and short description of the current programs, activities, and accomplishments.
- iii. Brief funding history; including both public and private funds.

#### b. Project Information (three page limit)

- i. A description of the project/program and its relation to the organization.
  - Discuss the need/issue, goals and anticipated impact of the project.
  - Indicate the organization's relevant experience to addressing the issue or need.
  - Describe the targeted population and geographic area to be served
  - Outline the plans and timeline for the project.
  - Indicate the criteria for success and the process for measuring success.
- ii. Budget
  - Amount Requested from HCF.
  - Projected expenses and sources of other committed and anticipated revenue.
  - Plans for generating other revenue.
- iii. Sustainability
  - Describe how the organization will build upon and sustain what is learned from this project.
  - Indicate plans to share with other organizations the knowledge gained



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### Part 2: Proposal Attachments

Attach copies of the following:

- A current organization operating budget with revenue and expenses
- Current/Final 501 (c) (3) IRS determination letter. If the organization has a fiscal agent attach a copy of the letter of agreement between the organization and the fiscal agent and the fiscal agent's Current/Final 501 (c) (3) IRS determination letter.
- A letter attesting that your tax exempt status is current.
- Most recent form 990.
- Letters of agreement **IF** collaborating with another organization.

### Reporting

Recipients of grants will be required to submit a brief report to the foundation summarizing the use and impact of the funds one year after receipt of funding.

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### *HCF Focus Areas of Support*

The foundation supports organizations in Maine, New Hampshire, Massachusetts, New York and Vermont that focus on one of the following core components of *healthy communities*:

- Food – Safe, stable access to healthy food is critical component of a healthy community. HCF supports programs that range from emergency needs and hunger prevention to investing in longer-term solutions that will ensure safe, stable access to healthy food.
- Education – Hannaford is committed to preparing our customers and neighbors for success by helping to deliver strong programs to prepare people through all stages of life for success in education and readiness to enter the workforce.
- Health – We promote the health of residents in our communities through organizations that provide quality programs focusing on promoting healthy lifestyles and improved care.

In determining which organizations and programs to support, the Foundation considers the impact and outcomes to the community, prior support, and relative uniqueness of the program versus others in the community. Preference for funding is given to those that have the potential of providing ongoing services for a large segment of our customer base.

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